

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

**DETERMINATION AND FINDINGS FOR
A SOLE SOURCE CONTRACT**

CONTRACT NO.: DCRL-2014-C-0090

CAPTION: Family Team Meeting (FTM) Coordinator

PROPOSED CONTRACTOR: Genie Glymph

PROGRAM AGENCY: Child and Family Services Agency

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04 and 27 DCMR §§ 1304 and 1702.

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has the following minimum need:

Trained Family Team Meeting (FTM) Coordinator to provide skilled services to engage families, extended kinship networks, the community and professional partners in order to create plans that ensure children's safety, permanency and well-being.

3. ESTIMATED REASONABLE PRICE:

\$65,769.60

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The Government of the District of Columbia Child and Family Services Agency (CFSA) has a minimum requirement to provide provide skilled services to engage families, extended kinship networks, the community and professional partners in order to create plans that ensure children's safety, permanency and well-being.

The proposed contractor is the only entity capable of meeting the District's minimum need during the proposed period of performance.

- A. The Child and Family Services Agency, as part of the Americans with Disabilities Act of 1990 (ADA) which is a Federal law that provides civil rights protections to individuals with disabilities is required to provide services that will enable disabled CFSA employees to perform their assigned duties.

CFSA's Office of Health Services Administration has made attempts to locate and contract with an individual to provide the necessary trained Family Team Meeting (FTM) Coordinator services. After unsuccessful results, Ms. Glymph agreed to accept a contract to provide said services.

- B. The proposed contractor is aware of the services and licensed to be provided and is capable of performing the duties.
- C. The proposed contractor has a satisfactory performance record, as confirmed by CFSA's Office of Health Services Administration.
- D. The unit price for the services offered is fair and reasonable, in that it is based on established market prices, is the result of arms-length negotiation and bargaining between the Agency and the Contractors, and is consistent with Federal and District laws and regulations
- E. Contractor did not appear on the District's list of delinquent taxpayers.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

Date

Brenda Donald
Director
Child and Family Services Agency

CERTIFICATION BY CONTRACTING OFFICER

6. I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

Date

Tara Sigamoni
Agency Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Tara Sigamoni
Agency Chief Contracting Officer